



Cemetery Commission Meeting Minutes

Meeting Date: March 2, 2017, 4:30 pm

Commissioners Present: Allison Curran, Lainey Rappaport, Emma Swift, Donna Waldron

Staff Present: Jesse Bridges, Annie D'Alton

Attachments: Memo dated 3.02.17 from Jesse Bridges, re Proposed Fee Changes Cemetery Fees, effective 7.13.2016
Selected Cemetery Lot Prices, 7.01.1993 to 2017
Fees for Rental of Louisa Howard Chapel

Mtg. was started at 4:30 by Chair Donna Waldron, who welcomed Liisa Reimann Rivera from Preservation Burlington, and Ed Winant, member of the public interested in monument repair at Lakeview Cemetery.

I. Approval of Agenda

- A. Due to the planned delayed arrival of Jesse Bridges, Items IV & V were reordered.
- B. Lainey Rappaport moved to approve the Agenda; Emma Swift seconded; all approved.

II. Approval of Minutes from January 26, 2017 Meeting

- A. Swift moved to approve; Rappaport seconded; all approved.

III. Old Business—None.

IV. Commissioner's Items

- A. Organization for March 25th informational meeting about monument restoration.
 - 1. Fletcher Free Library, Pickering Room, 2nd Floor, 2-4 pm. (Can set up snacks at 1:30.)
 - 2. Waldron asked Dianne Leary of the Vermont Old Cemetery Association about the status of the VOCA grant that former Commissioner Barry Trutor successfully applied for but has not yet acted on. Leary said she would attach the Commission to the grant, which reimburses \$1 for every \$2 spent. (The Commission currently has \$139 in donations to spend before the end of the fiscal year.)
 - 3. Leary reported that Comcast employees & Jim Laberge, Leary's husband, have been trained by Peter Dimick, stone mason, to repair cemetery markers. They have donated their services to repair monuments in a Rutland cemetery, as community service. Jason, the Comcast volunteer coordinator, is particularly interested in veterans' markers.
 - 4. Waldron said the Commission will publicize this meeting, inviting the public to volunteer and attend a training session Saturday, May 20, 2017 at Barber Cemetery in Charlotte, followed by a work day at Greenmount (date TBD, possibly June). She invited Rivera to give a presentation on behalf of Preservation Burlington, and invite PB members.
 - ♦ Rivera asked if there is a limit to the number of volunteers; Waldron will ask Leary.
 - 5. Meeting agenda-- Swift will draft an agenda.
 - ♦ Allison Curran will show a PowerPoint presentation outlining the Commission's goals.



- ◆ Rivera will describe the historical perspective of monument repair.
 - ◆ Leary, Laberge & Dimick will describe their work.
 - ◆ Although the work will not involve cleaning of stones, Rivera stressed that it would be important to discuss this topic because it is sure to come up, and this would be an ideal educational opportunity.
 - ◆ Swift advised that the presenters communicate prior to the event to avoid overlap of information, and to make sure pertinent information will be shared. Rivera will contact Laberge & Dimick to get a sense of their understanding of stone cleaning & repair techniques, as it compares with that of Preservation Burlington.
 - ◆ Information Table: Monument Repair Flyers; Chapel & Tree Walk brochures; Friends of Lakeview Cemetery Memorial Day Weekend Open House & Cemetery Tour; invitation to help place flags on veterans' graves (Annie D'Alton will provide).
6. Waldron asked Bridges how to purchase stone dust; Bridges responded after determining product source, staff will purchase.
 7. Rivera noted that Preservation Burlington had hoped to hold a monument repair event last year, but did not have time. The organization is very concerned that people use the correct cleaning techniques to avoid damaging stone.
 - ◆ Ed Winant asked if moss is damaging to stone, or if it is removed for aesthetic reasons only. Rivera responded that some biological growth can damage stone, but most damage is caused by harsh cleaning techniques.
 8. Rivera noted that documentation of the repair work accomplished will be important, and suggested involving volunteers for this task.
 9. Winant asked if there are plans to repair markers in Lakeview. Waldron acknowledged that there are many stones that need repair in all 3 City-owned cemeteries, but that the Commission is focusing on Greenmount first, as a follow-up to the Tree Walk last year in cooperation with *Branch Out Burlington!*
 10. Advertising:
 - ◆ 7 Days & Burlington Free Press calendars, Front Porch Forum, Facebook.
 - ◆ Preservation Burlington will advertise, too.
 - ◆ Swift will make a flyer.
 - ◆ Bridges said Diana Wood will post on the Parks web site.
 11. Waldron will ask Leary how they've addressed Liability concerns.
 - ◆ Bridges suggested volunteers sign a waiver; Swift asked if Parks has standard language.
 - ◆ Rappaport asked if the City's insurance already covers members of the public getting injured in a City park.
 - ◆ Bridges will check with Gregg Meyer, Assistant City Attorney, on the above 2 items.
- B. May 20, 2017 Training at Barber Cemetery in Charlotte (discussed with A. above).
- C. June, 2017 *Branch Out Burlington!* Tree Walk: Saturday, June 10, 2017, Lakeview
1. Commissioners agreed that, due to the marker repair project planned, they do not have time to participate with presentations on people buried at Lakeview.
- D. Opinion from Bridges regarding motion passed at January 26, 2017 Commission Meeting about suggested contributions from organizations charging fees for events at Cemeteries.
1. Note that if a contribution is required, it is a fee, not a tax-deductible donation.



2. The contribution could be defined as a per-attendee impact fee, and incorporated into the annual budget.
3. Important to make the rule clear.
 - ◆ This will apply to both for-profit and non-profit organizations.
 - ◆ Fee will be required of the organization if they charge admission.
 - ◆ Organizations considered “partner organizations” would be asked for a donation instead of being charged the fee.
 - ◆ The Friends of Lakeview is an “in-house” organization, thus the new rule would not apply to them.
4. Bridges will draft a fee statement.
 - ◆ Swift asked if this fee would be publicized on the Cemetery’s web site; Bridges said yes, it would be included in the Cemetery Fee Schedule.
 - ◆ Winant asked if this would need City Council approval; Bridges replied probably not as a separate item, as it is expected to be a small percentage of the annual revenue—it would be included in the annual budget authorization.

V. Superintendent’s Items

- A. Request approval from Commission for storm water easement.
 1. The Department of Public Works proposes to partner with Cambrian Rise to improve the storm water system serving a section of North Avenue near Lakeview Cemetery. By installing an underground storage facility at the entrance to Lakeview, potential flow volume at the sometimes-over-burdened main water treatment plant would be reduced. By cooperating with this plan, Parks will benefit from DPW sharing the cost of fence replacement along North Avenue.
 - ◆ Rappaport asked if there would be any disadvantages to the Cemetery; Bridges responded there would be temporary disruption caused by construction.
 - ◆ Swift asked what the timeline would be; Bridges responded--this year.
 - ◆ Waldron asked if the Cemetery would need to be closed at any time; Bridges responded that this hasn’t been discussed. D’Alton noted traffic could be directed to the north entrance.
 - ◆ Swift requested a map showing the location of the container.
 - ◆ Rappaport asked what type of fence would be used; Bridges replied Parks would consult with historic preservation experts.
 - ◆ Waldron supported the proposal, as did Swift & Curran.
 2. Swift moved to support further exploration of the proposed storm water easement project, incorporating details on historical issues and impact on Cemetery. All in favor.
- B. Chapel Rental and Lot Purchase Fees
 1. Bridges reviewed recent fee increases (interments, markers, higher-valued lots), and noted that standard lot price hasn’t increased in 9 years.
 2. Referring to the attachments, Bridges noted he’d discussed rationale for increasing lot prices with D’Alton. This increase in Cemetery revenue would help offset increasing Office Assistant position hours from ½-time to full-time.
 - ◆ Section VI lot plan would be reviewed for possible modifications, then surveyed and pinned.
 3. Waldron moved to accept the fee adjustments; Curran seconded; all in favor.



VI. Office Report

- A. January income low, but February higher—typical of winter, when the only lot sales are for immediate use, and the only burials are for instances when family does not want to wait for better weather.
- B. Work slowly progressing on clarifying lot locations & interments in 5 areas of Lakeview that have not been mapped, and for which burial documentation is sometimes inaccurate: Free Ground, Home for Friendless Women, Home for Destitute Children, Old Single Area, and Section C Baby Section. Deb Light continues to be of valuable assistance, working at the office 2h/week, and from home.

VII. Adjournment

- A. Next meeting: Thursday, April 27, 2017, 4:30 PM *(3.14.17: changed to April 20)*
- B. Meeting adjourned at 6:10 pm.